YASI/CaseWorks Security in eWiSACWIS

This user guide is for eWiSACWIS Security Delegates and outlines the process to add or remove YASI/CaseWorks security to eWiSACWIS.

YASI/CaseWorks security access can be approved once YASI training is completed and sign in credentials have been received. eWiSACWIS will display the links to open CaseWorks in Person Management, YJ Referral, and the Youth Justice Case Information pages.

Adding YASI/CaseWorks security

1. Once an active eWiSACWIS worker has notified the security delegate of the need for YASI/CaseWorks security link in eWiSACWIS, the security delegate will create a change request to add YASI/CaseWorks security to one or more workers in their county's Security Request profile in eWiSACWIS.

2. To create a security request for one or more workers, select Security Request from the Security dropdown on the desktop.

3. On the Security Request Search page, click Create.

4. On the Create Security Request page, select one or more workers by clicking Add for each worker on the request.

5. On the Worker Security Search page, enter the worker(s) information, select Active in the Status drop down, and click Search.

6. Select the check box of the correct worker(s) and click Continue to add the worker(s) to the security request.
    a. Repeat steps 4 through 6 to add additional workers to the security request.

7. After all desired workers have been added to the Create Security Request page, scroll down to click the YASI/CaseWorks radio button granting workers security to see the YASI/CaseWorks links allowing them to automatically sign into YASI from eWiSACWIS. These links will appear on Person Management, YJ Referral, and the Youth Justice Case Information page immediately after approving the security request.

8. Select the Yes radio button on the YASI/CaseWorks Worker field.

9. From the options dropdown, select Approve.

10. Click Go to approve the request.

    a. The YASI/CaseWorks security requests will be routed to the State Liaison for approval. Click close on the pop-up message.
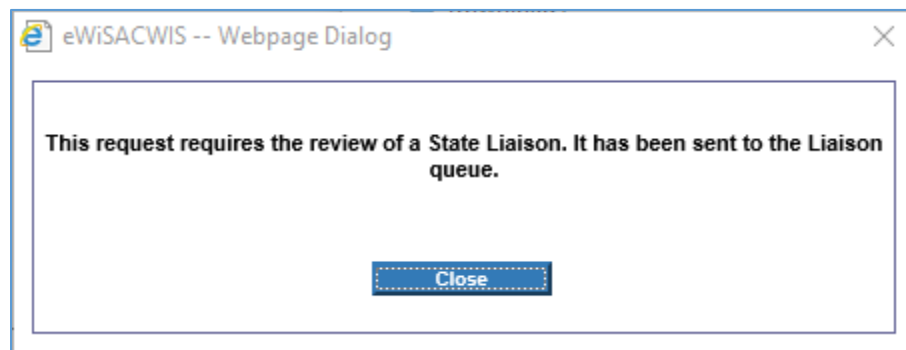
11. Click Close on the Create Security Request page to return to the Maintain Worker Information page where the Worker Security tab will display the most recent approval. This will display for all the workers listed in the request in each of their Worker Security tabs.

12. After the request is approved and the worker has refreshed their desktop, they will see the YASI/CaseWorks links display on the Person Management, YJ Referral, and the Youth Justice Case Information page.

13. Clicking the YASI/CaseWorks link will sign YASI licensed users into CaseWorks and take them to a designated landing page. If they do not have YASI credentials, they will receive an error from the tool, and they will need to contact their Supervisor about getting access established.

14. To quickly reference if a worker has YASI/CaseWorks security, on the basic tab of the Maintain Worker Information page, you will see a YASI/CaseWorks check box. Authorized workers will have a check in this box. When the radio button is clicked to No this checkbox becomes blank on approval of that change.

15. A Supervisor can access this overview by clicking the Workers tab on the desktop and selecting the Maintain Worker Record link to launch the eWiSACWIS worker profile or from the Actions menu items on the desktop by selecting Management and Worker.

16. To filter by YASI/CaseWorks workers, go to the Security dropdown on the desktop and select Worker Security Search.
    a. Enter the County, Filter, and Status.
   b. Click Search to see a list of workers by county that have the YASI/CaseWorks security.

Removing YASI/CaseWorks security

1. To remove access follow steps 2 through 6. Select No

2. Select the No radio button on the YASI/CaseWorks Worker field.

3. From the options dropdown, select Approve.

4. Click Go to approve the request.

   a. The YASI/CaseWorks security requests will be routed to the State Liaison for approval. Click close on the pop-up message.
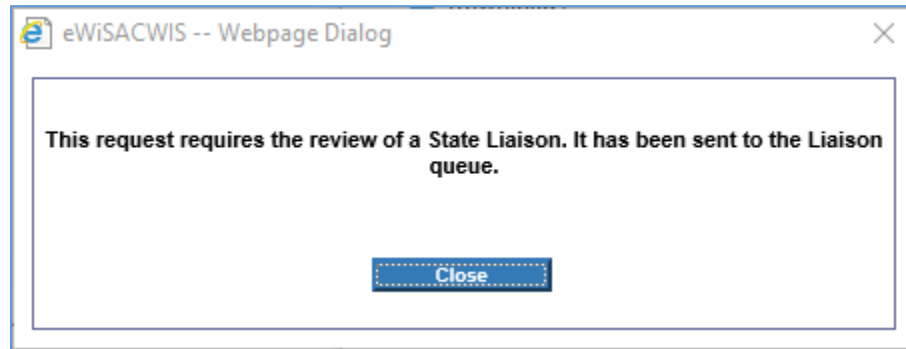
5. Click Close on the Create Security Request page to return to the Maintain Worker Information page where the Worker Security tab will display the most recent approval. This will display for all the workers listed in the request in each of their Worker Security tabs.

6. After the request is approved and the worker has refreshed their desktop, they will NOT see the YASI/CaseWorks links display on the Person Management, YJ Referral, and the Youth Justice Case Information page.

Additional eWiSACWIS security resources can be found at:

https://dcf.wisconsin.gov/knowledgeweb/training/ewisacwis-user-guides/esecurity

eWiSACWIS Helpdesk e-mail: dcfservicedesk@wisconsin.gov

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